State Highway System Project
Pilot Program Time Charging Practices Decision Tree

Section 6004 Project?

YES ⟶ Regular charge code (no Special Designation)

NO ⌐ (See guidance on Section 6005)

Section 6005 Project?

Pilot Program costs are the costs of **new** staff work requirements for Section 6005 - **work that would not be done if the Pilot Program did not exist**, plus the costs of defending any legal challenges under the Pilot Program assignment. New work being performed because of the Pilot Program consists of the activities listed below. For this new work on Pilot Program State Highway System projects **only**, follow these charging instructions.

Is the Activity:

- District/Region NEPA Quality Control Review (EA or EIS)?*

- Informal Pilot Program Training?

- Planning for/participating in FHWA NEPA Delegation Pilot Program Audits?

- Participating in Caltrans Pilot Program self-assessments?

- Environmental milestone tracking for Section 6005 projects; providing data or responding to requests for quality control or data collection for the Section 6005 quarterly reports or other milestone reporting?

YES ⟶ Regular charge code + Special Designation 6DELE**
[Note that Local Assistance projects use a different approach to charging. See Local Assistance Pilot Program Time Charging Practices Decision Tree.]

NO ⟶ Regular charge code (no Special Designation)

* http://www.dot.ca.gov/ser/vol1/sec6/ch38nepa/chap38.htm#NEPAQualityControlReview

** http://www.dot.ca.gov/ser/vol1/sec6/ch38nepa/chap38.htm#charge

Local Assistance Project
Pilot Program Time Charging Practices Decision Tree

The Local Assistance program as a whole does not track staff time using individual project EAs with WBS codes. The EA 965106 and series of subjobs (as described in the process flow, below) have been created for all Local Assistance staff conducting the activities related to Section 6004 and 6005 NEPA assignments*.

Section 6004 Project?

YES ⟶ EA 965106 code + the appropriate subjob code:

- 3REP4 – All environmental milestone and activity reporting

- NPR4 – All environmental staff work developing or participating in process reviews

NO ⌐ (See guidance on Section 6005)

Section 6005 Project?

YES ⟶ EA 965106 code + the appropriate subjob code:

- 3NPQC – NEPA Quality Control Review

- 3REP5 - All environmental milestone and activity reporting

- 3NPR5 - All environmental staff work developing and participating in audits, self-assessments, or other program reviews

- 3NINT - Informal trainings and presentations specific to NEPA assignment provided to internal staff

- 3NEXT - Trainings and presentations specific to NEPA assignment provided to external agencies and consultants

NO ⟶ Regular charge code (no Special Designation)

* http://www.dot.ca.gov/ser/vol1/sec6/ch38nepa/chap38.htm#charge